

General Help

Office Help

525

PARTS WAREHOUSE PERSON

Expanding outdoor power equipment distributor requires a conscientious, hard-working person to fill and ship customer orders. Preference will be given to those individuals with stock control experience and small parts handling (automotive, electrical, etc.). Steeles and Warden area.

474-0411
Between 9 a.m. - 4 p.m.

VOLUNTEERS**Urgently needed**

To work with handicapped adults in therapeutic pool. No experience necessary.

Call Barb
294-0944

Skilled & Technical Help

515

**DRIVER
JOB TRAINING &
PLACEMENT HELP**

Is available from Rodgers School of Truck Driver Training Ltd. For career details call: (416) 769-3546 for literature.

ELECTRICIAN

Experienced in small job. Also service work. Markham and North York area.

Call 475-8992

**Fabricators
(F.R.P., P.V.C.)**

And should have good background in all aspects of custom plastic fabricating.

**Helpers
(F.R.P., P.V.C.)**

Experienced preferred, but will train if necessary.

Good practical and learning ability a MUST.

Apply in person to,
Alcore Fabricating Corp.,
65 Newkirk Rd., Richmond Hill
889-4923



Busy Auto Shop has immediate opening for:

2nd Or 3rd Year

Apprentice

Mechanic

Permanent full-time position.

Good company benefits.

For interview contact:
Personnel Department,
884-0118

Lathe Operators

(Machinists)
Engine Lathe

3 years minimum experience. Must be able to make own set-ups.

Independent and versatile with good technical background.

Experience in plastics preferred, but not mandatory.

Apply in person to:

Alcore Fabricating Corp.,
65 Newkirk Rd., Richmond Hill
889-4923

**Machine
Operators**

For Woodworking Plant
And

Installers

For Kitchen Cabinets

Apply in person only to:

221 Denison St., Markham
Steeles-Woodbine area

Office Help

525

**RECEPTIONIST**

Required for busy real estate company. Part time position, evenings and weekends.

Call Tracy
471-4800

SUPER RECEPTIONIST

Are you the person we are searching for? Can you juggle a busy telephone system, stay sane and pleasant, and type at the same time? Then we have the job for you! Dynamic computer firm requires an individual with an outgoing personality and professional image. Modern office environment, with excellent company benefits. Call us for further information and interview.

JEAN BOLIN
GENERATION INC.
475-9434

**SECRETARY/
RECEPTIONIST**

Good telephone manner and excellent typing skills required for medium sized consulting engineering firm in Markham.

Knowledge of word processing an asset. Salary commensurate with experience.

Please send resume to:

**COSBURN PATTERSON
WARDMAN LIMITED**
7270 Woodbine Ave.,
Suite 201,
Markham, Ont. L3R 4B9

**CLERK/
TYPIST
EXPERIENCED**

Must have accurate and efficient typing skills, 50 wpm plus.

Good salary and company benefits.

Hwy 7 & Woodbine area
499-8877

**JR. CLERICAL
POSITION**

Thornhill (Bayview/John St.)

Manufacturer requires full time general office help. Previous office experience would be an asset, typing and pleasant phone manner are a must.

Call 889-6245

**ORDER DESK -
JR. CLERK**

Packaging company in Markham requires person with pleasant telephone manner, good organizational skills and fluent English.

For interview, please call:

494-5400

**PERMANENT/
PART TIME
RECEPTIONIST
required**

Hours: Tues. &
Thurs. evenings
5 pm - 9 pm
Sat. 9 am - 5 pm

For appointment
Please call
Marg MacIntyre
294-1372 Ext. 200

**Receptionist/
Junior Secretary**

Progressive manufacturing/distribution company, Richmond Hill area.

Duties include word processing, accounts payable, general office functions.

Good company benefit plan.

Opportunity for the right person.

764-1500

**Receptionist
Typist, Etc.**

Ideal for recent graduate who wants to take on responsibility. 45 wpm typing. Must have own transportation.

475-8332

**SECRETARY
Available**

21 years experience including 8 years property management. Word Processing & dicta: To work from home. Will pick up and deliver.

477-7944

**RECEPTIONIST
/SALESPERSON
PART TIME**

required for
COLORS - MARKHAM

Call 294-8166
Tues. - Sat.
10 am - 5 pm

RECEPTIONIST/TYPIST with some bookkeeping experience. 889-9119.

**SECRETARIES
CLERKS
RECEPTIONISTS**

Do you like the corporate world but not the commitment? Why not choose the days you want to work. We have long term, short term assignments, and part-time positions available in Markham, Don Mills and Uptown Toronto.

If this flexible schedule appeals to you, give us a call.

TOWER PERSONNEL
482-5560

SECRETARY

For busy Real Estate department of a leading national franchise company in Markham.

Responsible for leases of all franchised locations in Canada. Much of this persons work requires working unsupervised, so applicant must be strong on accuracy, detail and capable of meeting deadlines. A minimum of 1-2 years experience is required.

Please submit resume stating salary requirements to:

Box 4188
Markham Economist & Sun
9 Heritage Road
Markham, Ont.
L3P 1M3

SECRETARY

- 55-60 wpm/good skills
- Flexible - Team worker
- Typing for 6 managers
- Accurate, mature, confidential
- Reliable and punctual

If I have just described you, please call me for an interview.

475-3637

Personnel Department

If you are bright, personable, energetic and have good secretarial skills.

If you would like a position that would allow you shorter flexible hours.

If you would like to learn how to be excellent in one of the most prized areas of secretarial endeavour. Then write to us at:

Box 4190
ECONOMIST & SUN
9 Heritage Rd.
Markham L3P 1M3

We are a leading law firm that would like to use the huge resource of able residents that wish to keep up skills, want to make some money and do something interesting as well, but children, homemaking and other interests take time.

We will train you if you have no legal experience. Tell us.

**LEGAL
SECRETARY
EXPERIENCED**

Required for non-smoking office on a part time basis, with recent Real Estate experience. (Hours flexible).

477-5151

WE'RE HAVING AN OPEN HOUSE**Introducing
WORD PROCESSING
SPECIALTY DIVISION**

Your superior word processing skills are in demand in the Markham, Scarborough and Pickering areas.

Scarborough OFFICE OVERLOAD is pleased to announce the opening of the Word Processing Specialty Division in your area. To celebrate we are having an OPEN HOUSE. Drop in and meet SANDIE KAPPA, our word processing specialist. We'd love to help you beat the commuter blues!

Thursday, October 23rd,
9 a.m. - 4 p.m.
Where!
OFFICE OVERLOAD

Suite 310,
100 Concession Place
(Progress and McCowan)
296-0962

**Insurance Broker/
Person Friday**

One of Ontario's leading brokers has opened an office in the Markham area.

We are looking for a licensed, experienced individual to grow with our office.

Individual would assist in all areas of office including customer service with a view to office management.

This is a ground floor opportunity.

Send resume to:

W. Bruce Martin
Insurance Limited,
30 Centurian Dr., Suite 211,
Markham, Ont. L3R 6B2.
or call Peter Roche for an interview at
479-6100

INSIDE SALES CLERK

Woodbine/Steeles Area
Electronic manufacturers' representative requires a mature self motivated individual for our busy sales department.

The successful candidate must possess good communication skills for extensive telephone work and for correspondence with customers and suppliers. Some typing ability and organizational skills are required.

Reply to:

BOX M5644,
THE MIRROR
10 Tempo Ave.,
Willowdale, Ont. M2H 2N8

**Life Insurance Field
Agency Administrator**

Key agency position, providing administrative support. An organized mind, professional attitude and the ability to work independently with confidence. Ideally, you must have two years of related experience, accurate typing and strong communication skills. Please send your resume, including salary expectations to:

Carolyn Murray
Toronto East Insurance Centre
184 Shorting Road
Scarborough, Ontario
M1S 3S7

**DATA PROCESSING
CLERK**

Required immediately

Bilingual (English and Cantonese) preferably with some collection experience. Salary commensurate with experience.

Call Bert
475-9880 or
495-8790

**RECEPTIONIST
Part-Time**

Required to work alternate nights and weekends in real estate office. Located at Hwy. 48 and Hwy. 7. Experience preferred. Call Nancy, weekdays from 9 a.m. to 5 p.m.

294-2990

MAI Canada, a leading supplier of small to medium-sized business computers, has an immediate requirement for an

**Intermediate
Secretary**

Serving in our busy sales office, you will complete word-processing assignments; provide switchboard relief and perform typing duties for our sales force.

Cheerful and flexible, you bring an ability to type 50 wpm and are willing to train on our word-processor. We offer a comprehensive benefits program, competitive compensation and a stimulating environment. If you are able to start working immediately, please forward your confidential resume to the address below. No telephone calls, please.

A Bell Atlantic Company
An equal
opportunity employer



MAI Canada, Ltd.,
691 Denison Street
Markham, Ontario
L3R 1B8

**DATA
ENTRY**

Person with good data entry skills required part time (hours flexible). Also full time available.

Apply to
Markham Economist & Sun
Box 4189,
9 Heritage Road
Markham
L3P 1M3

**GENERAL
OFFICE CLERK**

Dispatching and receiving service calls; filing, good organizational and communication skills. Will train. Good salary and company benefits.

Woodbine/Hwy #7 area
499-8877

**GENERAL
INSURANCE
BROKER**

requires

Person for general office duties. RIBO licence preferred.

J.D. SMITH INSURANCE
294-9444

SECRETARY

Part Time
required

5 days per week. For small industrial Markham firm.

Denison/Woodbine area.

Call for appointment
477-7037

**SECRETARY/
RECEPTIONIST**

DUTIES: Typing, word processing, reception and general administrative duties.

QUALIFICATIONS: Graduate of a Secretarial Program with 3-5 years related experience.

COMPANY: **COSBURN GIBERSON**
Landscape Architects and
Environmental Planners
7270 Woodbine Ave.
Suite 203,
Markham, Ont. L3R 4B9

Apply in writing and call
Mr. B. Giberson
475-6988

**WOODBINE/STEELES AREA
ACCOUNTS
RECEIVABLE**

Excellent opportunity for a mature person with experience in computer bookkeeping operation and typing.

Security and all benefits to the right applicant.

Please call
C. Zappulla

475-1661

**Canmark
Automotive Inc.,**

Is now Hiring

**Direct Sales
General Factory
Shipping/
Receiving
Sewers**

No experience necessary.
Will train suitable applicants.

Males/Females

West Beaver Creek
Industrial Park

731-8113

**WAREHOUSE
HELP**

required

Good future for good worker.
Unionville area.

Mr. Liss

669-2251

**WAREHOUSE
HELP**

Company at 14th Avenue & Warden is hiring Warehouse Staff. No experience required. Will train.

Apply at
65 Riviera Dr.
Unit B
Markham

**WAREHOUSE
HELP**

FULL TIME

Apply within
361 Alden Road
Markham, Ontario

474-0101

**JR. TRAVEL
CONSULTANT**

required
Full-Time

Apply in person or phone for more information.

Village Lane Travel
131 Main St. North
471-1424

**WAREHOUSE
CLERK**

To assist in a busy warehouse for a 3 month period. Forty hours per week, beginning 8 a.m.
Duties will include some heavy lifting.

475-8048

**PAID MALE
VOLUNTEERS
WANTED**

Between the ages of 18 to 35 years needed for New Clinic located in Scarborough, Ontario. For more information call:

471-1926

Between 8:30 a.m. - 8:30 p.m.
Human Exemption #398